DOCUMENT RESUME

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IDENTIFIERS	PF Project

ABSTRACT

A brief description of the information dissemination program of the Sacramento City Unified School District (California) and eight informational brochures are presented. The program involves setting up "information centers" (display boards with pockets for eight brochures) in schools, school administrative offices, and public libraries in order to publicize district services to parents and the community. The topics of the brochures, which comprise most of this document, are: (1) the board of education; (2) state and federal programs; (3) parent participation preschools; (4) counseling; (5) registering for kindergarten and first grade; (6) testing; (7) school nurses; and (8) graduation requirements. This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community. (DC)

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OUTSTANDING PROGRAM DESCRIPTION FORM

Name of School, District or Agency: Sacramento City USD — Grade Levels: K-12

Address: 1619 N Street — Telephone: (916) 454-8174

City: Sacramento — State: CA — Zip: 95814

Name of Contact Person: George Medovoy — ACSA Region: III

Name of Course, Program, Project or Policy: District Information Centers

Date of Operation of Program or Project: 1983

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In 300 words or less please describe your program specifically enough for others to follow. Please include your program's
(1) primary purpose (how it benefits students)
(2) participants (grade levels of students, professional staff, community persons, etc)
(3) evaluation data (if available)

1. The primary purpose of our information centers is to make available to parents, and now to the general community, information about the many programs offered by the school district to students and parents. The centers consist of a large 24x28 (approx) information center with eight pockets. Each center, supplied to all of our schools and most of our administrative offices, will accomodate eight small brochures about district services.

The centers have now been supplied to the Sacramento City-County Library system, so that our message can get out to more people. In addition, the brochures are made available to inquiring parents and are used during parent meetings.

Sample brochures and a center are attached.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

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NAME G Med — DATE Nov. 22, 1983

Enclose supporting or descriptive materials and return to ACSA Public Confidence Task Force, Public Relations Department 1517 L Street, Sacramento, CA 95814.

Sacramento City Unified School District

Board of Education

Sacramento City Unified School District

The Board of Education of the Sacramento City Unified School District is composed of seven local citizens, each elected at large for a four-year term of office. There is also a non-voting student member on the Board.

You are encouraged to attend our Board meetings and to voice your opinions about important policy decisions affecting the operation of the school district.

Duties and Responsibilities of the Board

The Board of Education is the governing body of the school district, with direct responsibility for setting district policy. Policy, in turn, is carried out by the district superintendent and staff.

General Responsibilities

- Hearing the views of the public on matters regarding the operation of the district,
- Defining the educational goals of the district,
- Approving programs and organization for achieving district goals and purposes,
- Deciding how to use the financial resources of the district,
- Communicating with other school boards and municipal and legislative bodies.

When Does the Board Meet?

The Board of Education meets on the second, third and fourth Monday of the month, including summer, at 7:30 p.m., at district headquarters, 1619 N St.

Sometimes, however, Board meetings are held at other locations when larger groups of people are expected.

The first and third meetings of the month are called Regular meetings. The second meeting of the month is known as the Public Hearing. At any meeting, the public may comment on agenda items. Only at the Public Hearing meeting may the public speak on issues that are not on the agenda.

Advance Notice of Board Meetings

The Board of Education believes that an informed public is one of the keys to a quality education program. Highlights of the agenda are carried on the district's 24-hour information line, 443-5388.

Need more help? Contact:

Board of Education Office
1619 N Street
454-8673

State and Federal Programs

Sacramento City Unified School District

Sacramento City Unified School District

Our school district, like others in California, is required to submit one *consolidated* application for six state and federal programs each year. This is what we mean when we talk about the "Consolidated Application."

The Consolidated Application must include a school-by-school description of plans, showing how the money will be used. A completed application must be submitted to the State Department of Education by June 1 of each year. The district has the following programs under the Consolidated Application:

ECIA, Chapter I

The Education Consolidation Improvement Act of 1981, also known as ECIA, Chapter I, provides funds for special services for children in areas with a high density of poverty. Services include assistance in reading, mathematics and language, as well as multicultural education. Parent participation, parent education and staff development are also important parts of the program, which was formerly known as Title I.

State Compensatory Education (SCE)

Funds for SCE are allocated to the district on the basis of school figures for Aid to Families with Dependent Children (AFDC), bilingualism, and academic achievement. The emphasis of SCE is to provide an educational plan to help students improve in reading, language arts and math. SCE funds are also used for the education of children who do not speak English.

School Improvement Program (SIP)

The School Improvement Program provides money for improving the educational program at schools with the help of parents and staff. A school establishes a school site committee — including parents, teachers, and staff — to examine the curriculum and plan improvements.

A program of staff development is a must, with training for aides, volunteers, teachers, principals and parents.

State Preschool Program

Our school district operates 15 state preschool programs, all of which are housed on existing school campuses. The preschools provide a rich educational and cultural experience for youngsters before they are ready to enter kindergarten.

Supportive services are available for those economically in need, including health assessments and referral services, counseling for home and family problems, and development of language use.

ECIA, Chapter II

This part of the ECIA covers funds received by our school district for use in buying library materials and supplies.

Chapter I, Neglected and Delinquent

This program gives reading, language arts and math instruction to children housed in institutions for delinquent and/or neglected children.

District Advisory Committee

Each school receiving funds under the Consolidated Application has an advisory committee made up of parents and school staff. There is also a district-wide advisory committee, which approves the Consolidated Application.

Need more information? Contact:

Consolidated Programs Office
Administration Building
1619 N Street
Telephone: 454-8266

Sacramento City Unified School District

Parent Preschools

Sacramento City Unified School District

The Parent Participation Preschool brings together child, parent, and teacher to share in the process of learning about themselves and the world around them.

The program accepts children from the age of two up to those who will be kindergarten age (five years old) the following semester.

Goals of the Program

There are four general goals for our program:

- To provide a rich educational and cultural experience for preschool children and their parents,
- To assess child's health and growth needs,
- To suggest referral or health services based on individual needs, and
- To offer an accepting environment for parents and children, and to encourage continued interest in learning and participation in school activities.

Both fathers and mothers or other adults raising preschool children may join the class best suited to their family's schedule and needs.

Funding For Low-Income Families

Twenty-two of the preschool classes are located in low-income neighborhoods and are federally-funded under the Department of Health and Human Services, as well as under the Preschool Act and Chapter I of the Elementary and Secondary Education Act (ESEA).

Students who are three years of age to kindergarten entrance age and meet the rules set up by funding agencies are eligible.

The preschool offers opportunities for experiences which the home might be unable to provide. It also helps parents plan realistic learning experiences in the home.

Need more help? Contact:

Parent Participation Preschool Office
Pacific Elementary School
6201 - 41st St.
454-8106
or
454-8721

Sacramento City Unified School District

Counseling

Sacramento City Unified School District

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In the elementary grades (kindergarten-6), counseling is available mainly in schools where there is funding for students identified as educationally disadvantaged.

However, some schools may, if they choose, budget money for counseling time under their School Improvement Program (SIP). You should check with your local school to find out if counseling is available.

Elementary Counseling

Counseling services at the elementary level include individual and group counseling, consultation with parents and school personnel, parent group sessions to foster an understanding of children's needs and effective ways to meet these needs, and resource information for further family counseling.

Secondary Counseling

At the secondary school level (grades 7-12), counseling is available to all students and includes student placement, testing, individual and group counseling, and parent conferences.

The Counseling Center

School psychologists and social workers provide free counseling time to parents and children at the Counseling Center, 4701 Joaquin Way. The center is open after the regular school day and is above and beyond the regular counseling services available in schools. Students and parents are referred to the center by school psychologists or social workers. Free intensive family therapy is also available after working hours for families.

Drug Education for the Community

School psychologists are also available to conduct drug education programs for parents and school staffs.

Need more information? Contact:

Counseling Office
Joaquin Miller Administrative Annex
4701 Joaquin Way
Telephone: 454-8556

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Registering for Kindergarten and First Grade

Sacramento City Unified School District

Sacramento City Unified School District

We want to make school registration as easy as possible for you and your youngster, so here's a checklist of things to know before you enroll your child in kindergarten or first grade for the first time:

When to Register

Registration is usually carried out between May and the end of the school year in early June, but it is also possible to register on the opening day of school. (We suggest that the best time to do it is between May and June!)

Where to Register

Registration takes place at the school your child will attend. To find out which school that will be, call our Pupil Services Office at 454-8134 with your current address between 8 a.m. and 5 p.m., Monday through Friday.

What to Bring With You When You Register Your Child

You'll need proof of age (such as a birth certificate or a baptismal record) and a current immunization record, with no less than the month and the year of each immunization given.

Physical Examination

California law requires up-to-date immunizations for entry to kindergarten and first grade, plus a health check-up within 18 months of entry to first grade and no later than 90 days after entry to first grade, or a signed waiver which can be obtained at your child's school.

Approximately one in ten children entering school is found to have a hidden health problem. Check-ups help detect disorders that could seriously hinder a child's health and success in school.

Since school starts early each year, we urge parents to make an appointment with their child's doctor for a check-up as soon as possible. The last-minute rush in late August and September causes frustration for both parents and schools. If you are unable to obtain this required health check-up, you may come to your child's school and sign a waiver.

Our district is a provider of the Child Health and Disability Prevention Program (CHDP), which provides physical examination screening for students who are on MediCal or who are classified as low-income according to CHDP tables. For more information on CHDP, call our Health Services Office at 454-8481.

A comprehensive health checkpup generally includes current immunizations as well as a health history, complete physical examination, dental and nutrition assessment, hearing and vision screening, blood and urine testing, tuberculin skin testing, and additional tests and referrals when appropriate.

Immunizations

The following immunizations are required for all kindergarten and first grade students:

- DPT — Four doses if the fourth dose was given after the second birthday. If not, a fifth dose is needed.
- Polio — Three doses if the third dose was given after the second birthday. If not, a fourth dose is needed.
- Measles (Rubeola)
- German Measles (Rubella)
- Mumps

These immunizations may be given separately or in combination. If not given on or after the first birthday, they must be repeated. After age seven, children only need immunization against DT (not DPT), Rubella, Rubeola, and polio to enter school.

Minimum Age for Kindergarten

To enter kindergarten, state law says that a child must be four years, nine months of age **on or before September 1** of that school year. To enter first grade, a child must be five years, nine months of age **on or before September 1** of that school year.

Exceptions

A child may enter first grade, regardless of age, if:

- he or she has completed one year in a public or private kindergarten,
- or has attended a public or private kindergarten and, according to our school district, is ready for the first grade.

If a child has attended public schools of another district in or out of state, our school district may decide to allow enrollment in the same grade.

In addition, our district may decide to allow accelerated placement if the child:

- is at least five years of age,
- has attended a public school kindergarten for a long enough time to enable school personnel to make an evaluation of his or her ability,
- is in the upper 5% of his or her age group in terms of general mental ability,
- has physical development and social maturity consistent with his or her advanced mental ability, and
- the parent or guardian of the child has filed a written statement with the school district approving placement in the first grade.

Need more information? Contact:

Pupil Services Office
Joaquin Miller Administrative Annex
4701 Joaquin Way
Telephone: 454-8131

Sacramento City Unified School District

Testing

Sacramento City Unified School District

Our school district has five required testing programs, which are explained briefly below.

Comprehensive Test of Basic Skills (CTBS)

This test is given to all students in grades 1, 3, 6, and 8, usually between January 10-28. Results are used to compare students in our district with students on a national basis. Individual results are used by schools in planning the instructional program.

Schools involved in programs receiving federal and state money under the Consolidated Application Program are also required to give the CTBS to students in grades 2, 4, 5, and 7. (Schools not involved in the Consolidated Application may also test their students in these other grades on an optional basis).

Metropolitan Readiness Test

All kindergarten students take this test, which tells the district the level of readiness of kindergarten students for advanced instruction in reading, math, and listening skills. It is given in late January.

Proficiency Testing Program

Each February, we test all fifth grade students in their general knowledge of reading, writing skills, language, and math. The test is also given in the sixth grade for those who missed it or failed any section.

When students reach the ninth grade, they take the high school proficiency test, covering minimum skills in reading, writing and math. They must pass this test in order to receive a high school diploma.

Passing scores for the high school proficiency test were reviewed by a committee of school staffs and community members and then approved by our Board of Education. The test is given in February to all ninth grade students. If students fail any part of the test, they are given an opportunity to repeat it in grades 10, 11 or 12.

California Assessment Program (CAP)

This test, required by state law, is given to students in grades 3, 6, and 12. Measuring a wide range of knowledge, the CAP test provides the State Legislature with information on a statewide basis and also gives school districts still another means of evaluating their programs. The test is given to grades 3 and 6 in late April or May and to grade 12 in December.

Physical Performance Testing Program

Used by California school districts and the state to monitor the physical development of school children, this test is given to students in grades 5, 7, and 10 in March and April. The test covers the following exercises:

- *Standing long-jump*
- *Bent-knee sit-up*
- *Chair push-up*
- *Side-step*
- *Pull-up or flexed arm hang*
- *Jog-walk*

Need more information? Contact:

District Testing Office
Administration Building
1619 N Street
Telephone: 454-8321

Sacramento City Unified School District

School Nurses

Sacramento City Unified School District

School nurses provide services to students, parents, and school personnel, including prevention and control of communicable disease, emergency care for injury and sudden illnesses, assessment of growth, development and health status of students, as well as referrals to community agencies.

School Nursing Services at the Elementary School Level (Grades Kindergarten-6)

Some specifics are:

- Hearing screening
- Vision screening
- Assistance in getting required physical examination for entry into first grade
- Assessment of up-to-date immunization status
- Health history and health assessment for placement in special education

School Nursing Services at the Secondary School Level (Grades 7-12)

Some specifics are:

- Hearing screening
- Vision screening
- Scoliosis screening of 7th grade girls and 8th grade boys
- Assessment of up-to-date immunization status
- Health history and health assessment for placement in special education

How School Nurses Are Assigned

School nurses are assigned from one-half to five days per week at a school. Each school in our district is covered.

How to Request School Nursing Services for Your Child

To request school nursing services, just contact your school office.

Need more information? Contact:

Health Services Office
Joaquin Miller Administrative Annex
4701 Joaquin Way
Telephone: 454-8481

Graduation Requirements

Sacramento City Unified School District

Sacramento City Unified School District

Current Graduation Requirements

In order to receive a high school diploma from the Sacramento City Unified School District, students must have a total of 205 credits and pass the minimum proficiency test in reading, writing and mathematics. (Five credits equals a half-year course, ten credits a full-year course, and so on.)

Courses:

- 3 Years (30 credits) of English
- 1 Year (10 credits) of Mathematics
- 1 Year (10 credits) of Science
- 2½ years (25 credits) of Social Science
- 2 Years (20 credits) of Physical Education
- 2 Years (20 credits) from any of the following areas: practical arts, fine arts, humanities, consumer education, orientation, career awareness, vocational or community experience, or independent study directed toward specialized student life goals.
- 90 credits of Electives*

**Students must also demonstrate a minimum level of understanding of health by taking one of the following half-year (5-credit courses), which are part of the 90-credit elective requirement: physiology and health, human anatomy, physiology, general biology, molecular biology, cellular biology, fundamental concepts of biology, child development and healthful living.*

Students must also pass the minimum proficiency test in reading, writing and mathematics. The test is first given to all 9th graders at the end of the spring semester. It may be repeated, up to the 12th grade, until it is passed.

In March of 1983, our Board of Education increased the current graduation requirement to 225 credits, effective with the senior class of 1987-88.

New Graduation Requirements

Students who graduate in 1988 must have 225 credits and pass the Minimum Proficiency Test. Courses:

- 4 Years (40 credits) of English (including one semester of writing and one semester of literature)
- 2 Years (20 credits) of Mathematics (including material on algebra and geometry)
- 2 years (20 credits) of Science (including one semester of lab)
- 3 years (30 credits) of Social Science (including one semester of an elective)
- 2 years (20 credits) of Physical Education
- 1 year (10 credits) of Art and Music
- ½ Year (5 credits) of Consumer Education and Computer Literacy
- 80 credits of Electives

If you are planning to attend a college, university, or other specialized program after high school, you will probably be required to take other courses above and beyond the high school graduation requirements. While in high school, you will be able to satisfy additional requirements from the elective credits.

Be sure to contact your high school counselor and the school you plan to attend after graduation about any additional courses you will need.